



## Internship Policies and Procedures

These procedures are intended to be used as a policy by Radio One Hiring Managers and Business Managers. This policy serves as a guideline for the recruitment and management of interns for Radio One and its subsidiaries.

### Internship Defined

An intern is one who works in a temporary position with an emphasis on on-the-job training rather than mere employment. Radio One interns are college or university level students. Our internship program provides opportunities for students to gain experience in their field, create a network of contacts, and/or gain school credit.

### Internship Eligibility

To qualify for an internship at Radio One candidates must be currently enrolled in a college degree program, and eligible to earn internship credits. Candidates must be 18 years or older and possess a valid school identification. College transcripts and internship approval letter must be submitted with the application.

### Legal Regulations for Radio One's Internship Program

Due to the training nature of an internship, it is imperative that interns are provided with sufficient supervision. Considerable time investment will be needed, especially on the front-end, to plan for and implement necessary on-the-job training. The provided training is for the benefit of the interns and not necessarily for the immediate advantage of Radio One. Interns cannot displace or replace regular employees. The assigned interns are not necessarily entitled to a job at the completion of internship.

### Meaningful Assignments

To ensure that interns receive valuable experience, Radio One and its subsidiaries will include the following components in the internship program:

- ☐ **Enrichment activities**-Social and business oriented opportunities
- ☐ **Project assignments**- Challenging and hands-on work environment
- ☐ **Training** – Development of skills related to area of study
- ☐ **Supervision** – Guidance regarding learning and experience

Candidates who seek an internship opportunity with Radio One will be provided real experience and receive challenging projects and tasks. Effective assignments are coupled with adequate supervision as to provide an information resource and to ensure interns are properly supervised.

### **Processes for hiring an intern**

Hiring Managers & Business Managers must submit a Personnel Requisition form for on-line posting. Once a candidate is selected the hiring manager must submit; the internship application, background check authorization, college transcripts & approval letters to corporate Human Resources. Human Resources will notify the Hiring Manager & Business Manager with approval to take on the intern after the completion of the background check and review of the submitted documentation. The Hiring Manager will request an offer letter; Human Resources will complete the offer letter.



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### Internship Completion

The intern will discontinue all work related activities with Radio One at the end of their 3 to 6 month internship. The use of interns after their term has been completed without approval and may result in a loss of the market's privilege to recruit and hire college interns. The hiring manager will complete an internship completion form if required by the intern's college or university. Continued labor is permissible only if the intern is offered a paid position with the company.